ND BUSINESS EDUCATION FRAMEWORKS
Keyboarding 9-12

Course Code	Course Name/Description	Grade Levels	Accreditation Time/Credit Options
14094	**Keyboarding** – A course designed to develop skills to operate a keyboard using the touch system and composing formal and informal documents.	**9-12**	¼ or ½

Topic	Standards
• Develop proper keyboarding techniques	• Develop proper input techniques (e.g., alphanumeric keyboarding, numeric keypad, the use of a touch screen, and mouse) (8.5.1.1) • Describe ergonomic issues related to input technologies (8.5.1.2) • Demonstrate proper safety techniques using input technologies (8.5.1.3) • Enter and manipulate numeric data using the touch method on a numeric pad (8.5.1.6)
• Compose appropriate documents for specific audiences using proper formatting	• Demonstrate basic keyboarding and computer functions (4.3.1.2) • Compose documents using a variety of input technologies (8.5.1.8) • Address the ethical issues regarding ownership and use of digitally generated information including plagiarism and copyright issues (4.3.1.25) • Explain the purposes, functions, and common features of word processing software (8.4.1.1) • Proofread and edit documents for spelling and punctuation (8.4.1.3) • Refine documents using spell check, thesaurus, and grammar check tools (4.3.1.10) • Use word processing software to demonstrate functions including creating, modifying, storing, retrieving, and printing (8.4.1.2) • Discuss appropriate and safe online behavior (4.3.1.23)

	• Discuss dangers of Internet predators (4.3.1.13)
	• Discuss and identify ways to keep business data secure (4.3.1.17)